

DEPARTMENT OF THE ARMY  
 HEADQUARTERS UNITED STATES ARMY MATERIEL COMMAND  
 5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION  
 No. 740-28

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Storage and Supply Activities

TOXIC CHEMICAL MUNITIONS, BULK AGENT AND BINARY  
 MATERIEL INVENTORY AND ACCOUNTABILITY

Issue of supplements to this regulation is prohibited without prior approval from Commander, HQ AMC, AMCCB, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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**CHAPTER 1****GENERAL**

**1-1. Purpose.** This regulation prescribes U.S. Army Materiel Command (AMC) policy and establishes responsibilities, performance objectives, and reporting requirements pertaining to the accountability, physical inventory, reconciliation, research of discrepancies, and inventory quality control of toxic chemical wholesale stocks stored at AMC Depots, Arsenals and Chemical Activities.

**1-2 Scope.** This regulation applies to Headquarters (HQ), AMC; AMC major subordinate commands (MSC) (including subordinate installations and activities), plants, arsenals, depots, chemical activities, United States Army Chemical Activity Pacific (USACAP) Johnston Island and U.S. Army Test and Evaluation Command (TECOM) installations where Toxic Chemical Munitions and Bulk Agents/binary (TCM/BA/binary) are stored. For the purpose of this regulation, the term storage depot, chemical activity, plant, proving ground and arsenal hereinafter are referred to as "depots." Applicable commodity to this regulation is Toxic Chemical Munitions/Bulk Agents/Binary and related components.

**1-3 Explanation of terms.** In addition to the definitions in AR 735-5 and AR 725-50, the following terms apply:

a. Location survey. Validation of inventory data for stocks in location with the location record on Chemical Accountability Management Information Network (CAMIN). Also to identify potential data mismatches between depot and CAMIN. These mismatches include record versus no record situations as well as quantitative variances.

b. Wholesale stock. Stock in depot storage and owned by a National Inventory Control Point/Secondary Inventory Control Activity (NICP/SICA).

c. Physical inventory report. To determine the inventory condition, location, and quantity of materiel on hand; to adjust stock records to reflect actual quantities; and to determine and correct the cause of discrepancies.

**1-4. Policy.** a. General.

(1) Deviations from the policy and procedures prescribed in this regulation are prohibited without prior approval of HQ AMC. Request for waiver should be directed to the Commander, HQ AMC, AMCCB, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

(2) Headquarters, U.S. Army Soldier and Biological Chemical Command (SBCCOM), depots, arsenals, chemical activities, USACAP-Johnston Island and proving grounds will implement the provisions of this regulation. If a waiver to any portion of this regulation is necessary, it must be forwarded to the proponent, with full justification, within 30 days of publication.

(3) The AMC Chemical Installation and USACAP Commanders, (all future references to AMC Chemical installation Commander shall include the USACAP Commander) will designate an inventory coordinator and an alternate, and will provide names, telephone numbers, data fax numbers, e-mail addresses, and organization symbols to AMCCB. The AMCCB will publish the inventory coordinators list in October and April. The individuals named will be the primary point of contact (POC) for inventory operations and will be authorized to coordinate, respond, resolve problems, and initiate corrective actions within and on behalf of activity concerned. The chief of the inventory activity or the Custodial Officer will normally be assigned as the inventory coordinator.

(4) Inventory registers, records, files, listing of data, count cards, reconciliation listings, research documentation, etc., will be retained per AR 25-400-2. The retention of records for Toxic Chemical Munitions (TCM), Bulk Agents (BA) and binary materiel is indefinitely. Close out of TCM/BA/binary files at the installation upon installation closure or complete destruction of TCM/BA/ binary assets will be transferred to HQ, SBCCOM for archival purposes.

(5) Personnel assigned to inventory functions will be highly trained and proficient in inventory skills. Newly assigned personnel will be provided with formal training on wholesale accountability, and the CAMIN automated data processing system.

(6) Each current stock number in the Army Master Data File (AMDF) will be assigned an inventory category code (ICC). These codes will be assigned, as specified in AR 708-1 and AR 740-26.

(7) Storage depots will establish and maintain custodial balance records for all wholesale TCM/BA/binary stocks stored. Memorandums of Understanding/Agreement must clearly outline accountability requirements.

(8) Supply documents rejected during processing will be corrected locally whenever possible and reentered for processing not later than (NLT) 1 workday following the date rejected. The documents that cannot be corrected locally will be returned to the originating activity within 1 workday with an explanation of the reason it is being

returned. This primarily pertains to transactions involving the demilitarization process.

(9) Adjustments resulting from inventories will be posted to accountability/custodial records per this regulation.

(10) Wholesale materiel will not be released until coordinated with and approved by the owning inventory control point (ICP), HQ, SBCCOM.

**CHAPTER 2****RESPONSIBILITIES****2-1. The Deputy Chief of Staff for Chemical and Biological Matters, HQ AMC, will--**

- a. Prescribe basic inventory policy, responsibilities, and procedures.
- b. Evaluate performance and effectiveness of the inventory system and initiate appropriate actions for improvement.

**2-2. The Commander, Soldier and Biological Chemical Command will--**

- a. Provide command emphasis and furnish resources for implementing policy and procedures of this regulation.
- b. Evaluate depot performance and effectiveness of the inventory/accountability system and initiate appropriate actions for improvements, and forward to the Commander, HQ AMC, ATTN: AMCCB, any recommendations for improving the overall program.
- c. Include the following performance indicators, as a minimum, in routine command review and analysis of storage activities:
  - (1) Location Survey and Inventory Accuracy to include the local causes of adjustments and corrective actions taken.
  - (2) Training of depot Custodial Officers and inventory personnel on the CAMIN system and wholesale accountability.
- d. Furnish AMC consolidated performance and inventory reports of all depots per this regulation.
- e. Designate in writing a National Inventory Control Point (NICP) and Accountable Property Officer for the TCM/BA/binary wholesale account, per AR 735-5.
- f. Establish a physical inventory quality control program to monitor the incidence of error occurrences and initiate corrective actions.
- g. Provide a report to the Commander, HQ AMC, Deputy Chief of Staff for Chemical/ Biological Matters, by 15 October each year that all National Stock Numbers (NSN) of TCM/BA/binary items have been inventoried during the previous fiscal year.

**2-3. Chemical Activity, Depot, Proving Grounds and Arsenal Commanders will--**

a. Provide command emphasis and furnish resources (personnel and ADP support) to ensure compliance with this regulation.

b. Establish or designate an organizational element to administer the inventory/accountability program and related functions.

c. Evaluate performance and effectiveness of the inventory program and forward to Commander, HQ, SBCCOM, ATTN: AMSSB-OSM, with a copy of any recommendations for improving the overall program with a copy furnished to Commander, HQ AMC, AMCCB.

d. Include the following performance indicators, as a minimum, in routine command review and analysis:

(1) Location Survey and Inventory Accuracy to include the local causes of adjustments and corrective actions taken.

(2) Training of depot Custodial Officers and inventory personnel on the CAMIN system and wholesale accountability.

e. Develop quality control procedures to effectively measure error rates in the inventory and location process, and to provide feedback information on errors to enable management to take corrective action.

f. Designate a representative to approve inventory adjustment reports.

g. Designate in writing a Custodial Officer for the TCM/BA/binary wholesale account. Furnish a copy of the designation order to HQ, SCBCOM, ATTN: AMSSB-OSM.

h. Ensure that the Custodial Officer and all inventory/accountability personnel are trained on using the CAMIN system and wholesale accountability procedures.

i. Initiate all scheduled inventories based on priorities prescribed in this regulation and coordinate reconciliation of records with the Accountable Officer at HQ, SBCCOM.

j. Furnish any required inventory and accountability reports to HQ, SBCCOM, ATTN: AMSSB-OSM, as required.

## CHAPTER 3

**TOXIC CHEMICAL MUNITIONS/BULK AGENTS/Binary  
(TCM/BA/Binary) General Accounting Procedures**

**3-1. Purpose.** This chapter prescribes policies, responsibilities, and procedures for conducting physical inventories, maintaining accountable/custodial records and reporting requirements for toxic chemical munitions/bulk agents (TCM/BA) and binary munitions/agents (Binary) in HQ, SBCCOM, wholesale, retail and demilitarization accounts.

**3-2. Scope.** This is applicable to HQ, SBCCOM, TECOM, and all locations that store TCM/BA and Binary materiel.

**3-3. Policies.** a. TCM/BA/binary accountable records at HQ, SBCCOM, and wholesale custodial records at depots, activities, plants, arsenals, proving ground and Johnston Island (JI), referred to as "depots," will be maintained on the Chemical Accountability Management Information Network (CAMIN) automated data processing system. The retired manual records, AMSMC Form 1400 (Toxic Munitions and Agents Stock Accounting Record) and AMC Form 2510-R (Custodial Stock Record), former TCM automated accountable records and all supporting documentation for TCM/BA/binary custodial and accountable records will be maintained indefinitely at the installation and SBCCOM.

b. Physical inventory of TCM/BA/binary will be accomplished by qualified personnel in the inventory organization. If there is an insufficient number of inventory personnel available, trained personnel from the Quality Assurance and toxic chemical storage section may be used.

c. Commanders will publish internal operating procedures to implement the guidance of this regulation. A copy of the internal operating procedures will be furnished to HQ, SBCCOM, ATTN: AMSSB-OSM.

d. There will be no transactions processed for the storage location under inventory during the count period except for adjustment transactions necessitated by condition code and NSN changes found at time of inventory. In the event a leaker is found during first entry monitoring the inventory for that location will be postponed or canceled depending on the circumstances involved with the leaking munition or container. In the event the inventory cannot be resumed within the same workday, the inventory will be rescheduled and a memorandum for record will be prepared by the Custodial Officer explaining the circumstances for

rescheduling the inventory for that storage location. If the inventory cannot be rescheduled prior to the end of the fiscal year or within 12 months a memorandum will be sent to HQ, SBCCOM, AMSSB-OSM with a request for an extension.

e. Trained and knowledgeable personnel in appropriate protective clothing per applicable safety and security regulations will perform the physical handling of TCM/BA/binary items. Inventory personnel may be PRP qualified at the discretion of the depot/activity Commander.

f. All inventory counts, to include any recounts and location validations will be accomplished at the same time to avoid requirement to return to the magazine.

g. The HQ, SBCCOM, will request inventories on all TCM/BA and Binary wholesale account items. The depot custodial officers will furnish to the HQ, SBCCOM, accountable officer, a memorandum stating that all of these items have been inventoried during the FY.

h. TCM/BA/binary inventory and adjustment vouchers, stock records, location survey reports, related miscellaneous reports and stock record supporting documentation, wholesale account records, both active and inactive, at the depots and SBCCOM will be retained under file number 735-5j.

i. Unidentified chemical TCM/BA/binary materiel or related assets discovered during an inventory will be assigned a Management Control Number (MCN) in accordance with AMC-R-740-11, picking the item up on the accountable records. The DA Form 1988, Request for Review of an Item or DA Form 1988A, Request for Review of an Item-Ammunition, will be submitted to HQ, SBCCOM, NICP for disposition.

j. Nonstandard National Stock Numbers (NSN) and part numbered items not recorded in the Army Master Data File (AMDF) will be assigned Controlled Item Inventory Code (CIIC): "P" and Inventory Category Code (ICC): "8."

k. Bulk agents will be inventoried by container serial and lot number. In cases where the original stamped serial number is hard to read the serial number will be stenciled on the container. The agent weight on the location survey report will be matched to the weight recorded on the container. If there has been no physical activity involving a bulk agent container, the agent weight comparison need not be performed nor, does the agent weight have to be annotated on the inventory report

l. Chemical Weapons (CW) stockpile, production and destruction information is designated, FOR OFFICIAL USE ONLY (FOUO), not intended for unlimited distribution.

m. Custodial record transactions will be posted in CAMIN within 2 working days after completion of action.

n. Prior to the start of the fiscal year (1 October) the depot Custodial Officers will enter into CAMIN the location survey and annual inventory schedule for that year. The schedule will be coordinated with the key supporting depot organizations (i.e., air monitoring section, storage section, ammunition surveillance section, etc.). All NSNs may be physically inventoried at one time, or phased over the period 1 October through 30 September; however, no storage location (building) or NSN may exceed 12 months before receiving an inventory. All causative research, reports of survey and any administrative actions will be completed per AR 735-5.

**3-4. Location survey.** a. A location survey will be accomplished concurrent with the physical inventory. Location survey is used to verify that all recorded grid locations for TCM/BA/binary matches the custodial records. Any errors on the location survey will be corrected within 5 working days.

b. The depot inventory/accountability organization will-

(1) Prepare a CAMIN location survey report for each storage location that is to be entered for survey. The report will contain the following data:

- (a) Building/Storage Site.
- (b) NSN/MCN.
- (c) DODIC.
- (d) Lot Number.
- (e) Ownership/Purpose Code (OP).
- (f) Grid.
- (g) Condition Code (CC).
- (h) Quantity.
- (i) Treaty Tag Number (if applicable).
- (j) Serial Number.
- (k) Agent (See paragraph 3-3. k.).

**3-5. Inventory Report.** a. A physical inventory will be accomplished concurrent with the location survey. The inventory report is used to verify that the actual number of

TCM/BA/binary items on-hand for a NSN or at a storage location matches the accountability records. Any errors found during the inventory will be corrected per this regulation and AR 735-5.

b. The depot inventory/accountability organization will--

(1) Prepare a CAMIN physical inventory report for each storage location or NSN that is to be inventoried. The report will contain the following data:

- (a) Building/storage site (a separate printout for each site).
- (b) DODIC/NSN/MCN.
- (c) Ownership/purpose code (OP).
- (d) Condition Code (CC).
- (e) Lot number.
- (f) Serial number.
- (g) Grid location.
- (h) Quantity (to be filled in by the inventory team).
- (i) Bulk Agent quantity (See paragraph 3-3. k.).
- (j) Tag number (for CWC treaty tracking).

**3-6. Conducting physical inventory and location survey.**

a. The inventory/accountability section will provide the automated location survey report, physical inventory report, and a current building planograph to the inventory team. The team will consist of at least two personnel. One member will validate the location survey and the other will perform the inventory and maintain the physical inventory report. At no time will the same person on the inventory team conduct or have in possession both the location survey and the physical inventory report. The location survey and inventory will be accomplished as follows:

b. Location survey team member.

(1) The inventory team member with the location survey will verify the following data reflected on the location survey report with the AMC Form 1385, Magazine Data Card (MDC) and the building planograph on the materiel in the storage location:

- (a) NSN/MCN/DODIC.
- (b) Lot Number.
- (c) CC (use MISC 1 block on MDC).
- (d) OP code (use MISC 2 block on MDC).
- (e) Site (building).
- (f) Grid location.
- (g) Quantity.
- (h) Agent Amount (See paragraph 3-3. k.).

(2) Place a check mark (v) on the location survey when all data are in agreement. Annotate with "NS" when no corresponding materiel listed on the location survey is in the location indicated.

(3) On the location survey and/or planograph circle the mismatched data that is not in agreement with the data on the magazine data card (MDC), and annotate the erroneous data from the magazine data card on the location survey report and/or planograph.

(4) Annotate on the automated location survey any materiel found but not on the report.

(5) Review the materiel in storage for discrepancies such as:

- (a) Mixed stock.
- (b) Unidentified stock.
- (c) Illegible markings.
- (d) Missing location identification.
- (e) Open containers.
- (f) Improper stacking.
- (g) Missing magazine data card.

(6) Annotate obvious storage discrepancies on the location survey and notify the responsible director.

c. Physical inventory report team member.

(1) Without looking at the MDC, the inventory team member having the physical inventory report will inventory the following data on the physical inventory report with the materiel actually in the storage locations:

- (a) NSN/MCN/DODIC.
- (b) Lot number.
- (c) Serial number.
- (d) Quantity.
- (e) Agent amount (See Paragraph 3-3. k.).
- (f) Tag number (CWC treaty tag).

(2) The inventory team member will enter the actual quantity counted beside each entry on the physical inventory report except Bulk Agents (i.e., ton containers). For Bulk Agents the inventory team member will enter the agent weights and match the serial number on the container with the physical inventory report.

(3) Annotate on the physical inventory report any materiel found not on the inventory.

(4) On the magazine data card, enter the date inventory was conducted, quantity inventoried, and full signature of person performing the inventory.

d. Comparing location survey and physical inventory reports.

(1) Both inventory team members will match the location survey and physical inventory report upon completion of both the location survey and the physical inventory. If the quantity on the physical inventory report matches the quantity on the location survey, the location survey team member will enter a "Y" on the location survey or an "N" if the quantity did not match. If a mismatch is encountered, a second count will be accomplished immediately, following the procedures in paragraph 3-7 below. If an agent weight or serial number is incorrect, annotate the information as reflected on the container. If all the remaining information listed above in subparagraph (1) (a)-(f) are correct, the inventory team member will place a check mark beside that entry.

(2) If there are no recounts or corrections needed then the team members will legibly print name, provide full signature, and date their respective reports. The location survey, planograph, and the physical inventory reports will be returned to the inventory and accountability organization for quality check and posting to CAMIN.

**3-7. Processing inventory counts.** a. Upon completion of all first count actions outlined in paragraph 3-6, if a second count is required for any balance marked with a "N" on the location survey it will be completed before leaving the site.

b. Performance of second count may require movement of some materiel in order to get an accurate count. Movement of TCM/BA/binary items will be accomplished by trained and certified ammunition storage personnel in appropriate protective clothing and per safety and security regulations.

c. Annotate on the magazine data card the date of second count, quantity counted, and full signature of person performing the count.

d. Upon completion of the second count, compare it to the first count annotated on the magazine data card. If the two quantities agree, but are different from the record balance listed on the location survey, accept the counts as correct and annotate the correction to both the location survey and physical inventory report. The individual conducting the second count will legibly sign and date the physical inventory report as the second counter.

e. If the second count does not agree with the first count, but matched the location survey report, correct the magazine data card and annotate the date and full signature of the individual making correction.

f. If the second count does not agree with either the location survey quantity or the first count, additional counts will be made until two count quantities agree. When two count quantities agree, the count will be accepted, the magazine data card, location survey, and physical inventory report will be annotated as indicated in paragraphs 3-6c and 3-6d. The location survey, planograph, and the physical inventory report will be returned to the inventory and accountability organization for posting to CAMIN.

**3-8. Posting of inventory counts.** a. The inventory and accountability organization will assure that all-second and/or subsequent count data and signatures have been annotated on the location survey and physical inventory report.

b. The physical inventory report count quantity will be posted to CAMIN system within 3 working days of completion of the physical inventory.

**3-9. Reconciling inventory counts to accountable records.**

a. The Depot inventory and accountability organization will verify that the NSN, UI, CIIC, and ICC agree with the CAMIN CW Items application. If any of these codes are not in agreement, check the AMDF to verify that the CAMIN record is correct and notify, in writing, the HQ, SBCCOM, NICP, when the data is incorrect. When the CAMIN CW Items application is not in agreement with the AMDF, the HQ, SBCCOM, will forward a request to the appropriate supply or maintenance activity to initiate corrective action.

These actions satisfy the requirement for location record audit/match.

b. The depot Custodial Officer will compare the inventory count to the CAMIN accountability record balance for each NSN and condition code reported. If the balance is in agreement, the Custodial Officer will initial as the quality checker. The Custodial Officer is ultimately responsible for ensuring the accuracy of the inventory.

c. When the inventory count and the accountable record quantity do not agree and causative research results in no conclusive findings for the inventory adjustment quantity, the following action will be taken:

(1) Any actual physical loss or gain adjustment made to the custodial record will be reported as a Chemical Event Report, per AR 50-6. The Custodial Officer will telephonically notify the SBCCOM, Accountable Property Officer within 3 hours of the time the event has been confirmed. The Custodial Officer will also ensure that all actions are coordinated with the local depot security organization, CWC Treaty Office, Surety Office and with HQ, SBCCOM, AMSSB-OSM, per the provisions of AR 50-6. The CWC Treaty Office will notify, the Center for Treaty Implementation Compliance (CTIC) office, Edgewood, MD, who will notify the Organization for the Prohibition of Chemical Weapons (OPCW).

(2) After the adjustment quantity has been ascertained, the depot inventory and accountable organization will prepare adjustment D8A for gain, D9A for loss, and post it to CAMIN.

(a) The Depot will prepare an Inventory Adjustment Report (IAR), per AR 735-5, for losses not resolved by causative research to the SBCCOM Accountable Property Officer, telephonically within 24 hours followed by a written notification (IAR) within 72 hours after completion of the inventory.

(b) The SBCCOM Accountable Property Officer within 5 working days will prepare a written request for an investigation by a disinterested party be conducted in conjunction with causative research by the depot inventory organization. The results of the investigation should be reported within 30 days after the receipt of the letter. A copy of this letter will be placed in the suspense folder along with the inventory record for that NSN and condition code. If a reply has not been received at the end of the 30-day suspense, a follow-up letter will be prepared for signature of the SBCCOM, Deputy for Stockpile and Operations Officer. If at the end of 15 days after the first follow-up, a reply has not been received nor an extension requested and granted, prepare a second follow-up letter for the signature of the Commander, SBCCOM.

(c) The depot Commander will submit a follow-up report reflecting status/close-out action as determined by the investigation to HQ, SBCCOM, ATTN: AMSSB-OD.

(d) If the explanation/findings are not considered sufficient to explain the loss/gain, the SBCCOM Accountable Officer will request action be taken as outlined in AR 735-5, AMC Installation actions relative to Inventory Adjustment Reports (IAR), and Reports of Survey. HQ, SBCCOM, will forward a copy of the final report to HQ AMC, ATTN: AMCCB.

**3-10. Reporting results of inventory.** a. Upon completion of the fiscal year inventory, the Custodial Officer will prepare a memorandum for the Commander's signature to HQ, SBCCOM, ATTN: AMSSB-OSM (accountable property officer), stating that the fiscal year inventory of all TCM/BA/binary NSNs has been completed. A certification alert will be system-generated by CAMIN when the entire inventory has been completed. HQ, SBCCOM, Accountable Officer will verify through CAMIN annual inventory application that all NSNs have been inventoried.

**3-11. Maintenance of accountable/custodial records.**

a. General.

(1) All TCM/BA/binary inventory/accountability organizations will maintain the wholesale accountability records and custodial records on the Chemical Accountability Management Information Network (CAMIN) system. No other manual or automated system is authorized. The CAMIN user and administrator manuals will be used to operate and maintain the accountability system.

(2) Transactions from the depot inventory/accountability organization will indicate the persons who posted and quality checked the record.

(3) HQ, SBCCOM, quality checking of the accountable records will be accomplished by the SBCCOM Accountable Property Officer or designated representative on a monthly basis. The NICP will perform a 100 percent supply and control study of each item in the inventory not less than twice a year.

(4) Unless otherwise notified, accountable and custodial records and supporting documentation will be retained indefinitely.

b. Routing Identifier Code (RIC)

All wholesale account stocks of TCM/BA/binary and related components will be placed in one of the following HQ, SBCCOM RIC accounts:

RIC: AAG. General Storage Account (Purpose Code "A")  
RIC: ATG. Demilitarization account (Purpose Code "I")

Under no circumstances will "AAG" or "ATG" be used for retail accounts.

c. Ownership/purpose (O/P) codes.

The following Ownership/Purpose codes will be reserved for the wholesale account, O/P code "A" will be for general storage and O/P code "I" will be for assets awaiting demilitarization. Assignment of O/P Code "I", in the absence of any other physical activity (e.g., removal from storage for transport to a demilitarization facility) does not constitute a commitment to demilitarize a munition. (40 CFR §266.202(b)(1) and §266.202(b)(2); and EPA's clarification in federal preamble accompanying the final *Military Munitions Rule* (62 FR 6621, 12 Feb 97).

d. Document Identifier Codes (DIC). The following are the primary DICs used in CAMIN.

(1) A5A/A5E. Used to show shipment from your installation to another installation. DD Form 1348-1.

(2) ATR. Movement to and from a storage site to a demilitarization facility, DA Form 4508. Johnston Island, USACAP, is authorized to use a DD Form 1348-1.

(3) BSL. Used to show base load of NSNs in data base.

(4) D6A,D6B,D6J. Add new stock. Primarily used for new items found or received not as a result of inventory, DD Form 1348-1.

(5) D6L,D7L. Change in configuration of an item, DA Form 4508.

(6) D8A,D9A. Inventory adjustment. DA Form 4697 or DA Form 444.

(7) D8B,D9B. Adjustments made due to clerical error. Mandatory comments will be made in the remark's block of the internal transaction explaining circumstances

(8) D8C,D9C. Condition Code Change or defect, DA Form 4508.

(9) D8D,D9D. Change in purpose code or routing identifier code, DA Form 4508.

(10) D8J,D9J. Change identification as a result of inventory, DA Form 4508.

- (11) D8K,D9K. NSN change, DA Form 4508.
- (12) D8L,D9L. Lot number or serial number change, DA Form 4508.
- (13) D8S,D9S. Ownership change, DA Form 4508.
- (14) D8Z. Change in nomenclature, DA Form 4508.
- (15) D9Z. Loss as a result of posting a destruction certificate, Memorandum or DA Form 4508.
- (16) HAZ. Change in hazardous waste status, DA Form 4508.
- (17) IDT. Interdepot transfer, DA Form 4508.
- (18) TAG. Change in CWC treaty tag information, DA Form 4508.

**3-12. Transactions affecting accountable records.**

a. The SBCCOM will periodically perform a random audit of custodial records on CAMIN of transactions effecting the balance of accountable records.

b. The depot custodial officers will ensure that all completed transactions affecting the accountability records are posted to CAMIN within 2 workdays.

c. Accountable records will account for quantities of bulk agent stored in ton containers, which quantities are withdrawn for surveillance samples, or lost through leaks or other unplanned/uncontrolled losses. This will be recorded in the custodial and accountable records to the nearest pound. The bulk containers will also be re-stenciled to show the adjusted weight. The weight of agent withdrawn for samples will be measured using the sample container (Note. Subtract the weight of the sample container itself from the total weight). Agent lost through leaks or other uncontrolled losses will require the bulk container to be re-weighed.

d. Toxic chemical munitions/bulk agents and binary scheduled for demilitarization will be transferred to Ownership/Purpose code "I" and the Routing Identifier Code "ATG". Transportation documents used to transfer munitions to and from the demilitarization facility will be a DA Form 4508, Ammunition Transfer Record. Johnston Island, USACAP, is authorized to use a DD Form 1348-1, Single Line Item Release/Receipt Document.

e. Accountability and records will be maintained throughout the Demilitarization process per this regulation and AR 50-6. CAMIN will be used as the accountability system.

f. A DD Form 1348-1 will be used to bring found on installation items to record in CAMIN. If the NSN is unknown or not listed in the CAMIN CW items application, the custodial officer will assign a management control number (MCN) in accordance with AMC-R-740-11. The custodial officer will submit either a DA Form 1988, Request for Review of an Item or DA Form 1988A, Request for Review of an Item-Ammunition, to HQ, SBCCOM, NICP, for disposition. As a minimum the following information will be required:

- (1) General description (any markings on the item).
- (2) Size (caliber).
- (3) Configuration (fuzed/unfuzed, burster/no burster, etc.).
- (4) Agent fill (if any or suspect).

g. Internal transactions, condition code changes, lot number changes, NSN changes, will be completed using a DA Form 4508, Ammunition Transfer Record.

h. Intra-depot transfer (IDT) will be completed using either a DA Form 4508, Ammunition Transfer Record, or a DA Form 3151, Ammunition Stores Slip.

i. Transactions that require a Material Release Order (MRO) issued from the NICP/Accountable Officer at SBCCOM are as follows:

- (1) Ownership/purpose code change.
- (2) Release for demilitarization or destruction.
- (3) Shipment to another facility (installation).
- (4) NSN lot consolidation (grand lot).

The Material Release Order (MRO) document number and CAMIN assigned document number will be referenced on all documentation involving the above transactions.

## CHAPTER 4

**QUALITY CONTROL****General.**

a. Each transaction posting to CAMIN at the depot inventory/accountability organization and at HQ, SBCCOM, will be subjected to a 100 percent quality control check. Entries on the location listing and inventory report will be 100 percent verified for completeness and correctness of computations. These checks will be done prior to posting the transaction to CAMIN.

b. The quality control checks, as a minimum, will verify the accuracy of postings and compliance with internal and external regulatory procedures. All errors found will be corrected immediately and reported to the supervisor. Data collected as a result of quality control checks will be used for management purposes to determine areas of weakness, detect trends, and initiate corrective action.

c. The individual from the inventory/accountability section performing the quality control check will input their initials on each accountability record or custodial record to indicate the entry has been checked prior to posting to CAMIN.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCCB, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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TACOM/AMSTA-RM-DCR (4)  
TECOM/AMSTE-CT-N (4)  
USASAC/AMSAC-IM-O (4)

## APPENDIX A

STANDARD ORGANIZATION FOR DEPOT TCM/BA/BINARY  
INVENTORY MANAGEMENT FUNCTION

**A-1. Mission.** The mission of the depot TCM/BA/binary inventory function is to manage all inventory, location survey, and inventory quality control programs and associated research for all TCM/BA/binary items. The inventory management function also manages and maintains the custodial balance file through adjustment, reclassification, re-identification, catalog change, and file maintenance actions.

**A-2. Special relationships.** The Depot TCM/BA/binary inventory function will--

a. Maintain liaison with depot elements, NICP/Accountable Officer, consignees, and other agencies.

b. Coordinate and perform inventories and location surveys.

c. Maintain surveillance on all functions or practices that have a bearing on inventory accuracy and the custodial record. Provide representation on Command Inspection Program (CIP) review teams and provide technical assistance on depot inventory procedures as required by higher headquarters.

**A-3. Functions.**

a. Coordinate, plan, and schedule inventories, location surveys, and other inventory-related actions with other depot activities concerned with inventory functions.

b. Perform research actions for resolution of discrepancies concerning shortages, overages, and incorrect items. Coordinate research actions for resolution of discrepancies in reclassification and re-identification.

c. Implement directives by developing work methods and procedures for conducting inventories and location surveys for the depot.

d. Establish and maintain the training schedule for the division, and assure that all personnel are afforded the opportunity to receive formal and on-the-job training as it becomes available.

e. Evaluate performance and effectiveness of the inventory system to include extensive review and analysis of representative errors detected during inventory, making

recommendations to higher headquarters for improvement of the overall program.

f. Perform inventory quality control checks of all accountable transactions posted to CAMIN.

g. Perform various administrative tasks and prepare a variety of correspondence and maintain central control of all correspondence for the TCM/BA/binary inventory/accountability program.

h. Conduct detailed and technical research, audit, and analysis of facts related to inventory programs, and location surveys, determine causes and provide explanations for variances between stocks and records.

i. Accumulate data as to cause for inventory discrepancies and record data by type of discrepancy. Initiate actions to strengthen procedures, establish controls, improve training, and other corrective actions to eliminate causes for recurring discrepancies.

j. Compile transaction histories; perform detailed and technical research, audit, and analysis of documents, records, methods, and procedures to determine cause of discrepancies; make decisions for corrective action required to eliminate deficiencies.

k. Prepare, investigate, research, and submit Reports of Survey required by accountable property officers; perform preliminary research incidental to Reports of Survey.

l. Obtain current balance listing and research receiving documents, registers, listings, count records, old locations, transaction and document histories, as required, to reconcile balances prior to submitting recommended adjustments, initiating inventories, as required.

m. Initiate, control, and submit adjustments resulting from inventory discrepancies. Maintain a document control register and initiate changes to the custodial balance, as required.

n. Control processing of documents for materiel movements.

o. Prepare transaction histories required to support adjustments or for accountable property officers.

p. Establish and maintain custodial record files.

q. Comply with provisions of AR 708-1 and AMC-R-740-11 in assigning, processing, and controlling management control numbers (MCN).

## APPENDIX B

STANDARD ORGANIZATION FOR TCM/BA/BINARY NATIONAL  
INVENTORY CONTROL POINT

**B-1. Mission.** Serves as the National Inventory Control Point (NICP) and Accountable Property Officer for command-owned, or managed, TCM/BA/binary wholesale assets. Assures accomplishment of physical inventories. Provides technical assistance to storage activities on all matters relating to inventory and accountability of TCM/BA/binary wholesale stocks. Provides reports and analyses, as required. Initiates investigative actions as required by AR 735-5.

**B-2. Special relationships.**

a. Maintain liaison with HQ AMC, depot elements, Custodial Officer, consignees, and other agencies.

b. Monitor inventories and location surveys.

c. Maintain surveillance on all functions or practices that have a bearing on inventory accuracy and the accountable record. Provide technical assistance on depot inventory and accounting procedures, as required.

d. Coordinate and obtain approval from National Maintenance point (NMP), quality assurance, safety, environmental and other functional areas as appropriate for all programs, projects and processes involving movement and/or demilitarization of TCM/BA/binary material.

**B-3. Inventory Management and accountability function.**

a. Provide technical assistance to the storage activities on all matters pertaining to inventory management and accountability.

b. Serve as the command inventory coordinator for coordination with depots, other service storage locations, and control activities for adjustments and reconciliation of counts, and discrepancies in accountable records and reports.

c. Receive, process, control, and manage Reports of Survey and Inventory Adjustment Reports through completion.

d. Direct pre-adjustment and causative research of physical inventory and location survey, as required.

e. Manage, control, and direct reconciliation, location audit, and quantitative adjustments to the accountability records.

f. Serve as reviewer and manager for all TCM/BA/binary management control numbers (MCN) DA Form 1988 and DA Form 1988A submissions.

g. Provide technical advice on all CAMIN inventory system problems. Identify requirements for system change requests relating to CAMIN.

h. Review and provide input to all plans and schedules involving movement and/or demilitarization of TCM/BA/binary material.

i. Authorize the release of assets to support all approved processes, projects, programs and demilitarization.

j. Not less than biannually, perform a 100 percent review of all TCM/BA/binary stocks assigned for cataloging data and accountability documentation accuracy.

**APPENDIX C****REFERENCES****Army Regulations (AR).**

AR 25-400-2, The Modern Army Record Keeping System  
(MARKS)  
AR 50-6, Chemical Surety  
AR 380-5, Department of the Army Information  
Security Program  
AR 380-86, Classification of Chemical Warfare and  
Chemical and Biological Defense Information  
AR 708-1, Cataloging and Supply Management Data  
AR 710-1, Centralized Inventory Management of the  
Army Supply System  
AR 725-50, Requisitioning, Receipt, and Issue System  
AR 735-5, Policies and Procedures for Property  
Accountability  
AR 740-26, Storage and Supply Activities Physical  
Inventory Control  
AR 385-61, The Army Chemical Agent Safety Program  
AR 385-64, Ammunition and Explosives Safety Programs

**AMC Regulations.**

AMC-R 385-100, Safety Manual  
AMC-R 710-1, Inventory Management Adjustments  
AMC-R 740-11, Logistics Data Management at Depots  
AMC-R 740-23, Receiving and Shipping (Ammunition)  
AMC-R 740-25, Ammunition Stock Location System

**DA Pamphlets (DA Pam).**

DA Pam 708-1, Cataloging of Supplies & Equipment  
Management Control Numbers and DA Form 1988-R  
DA Pam 708-2 - Cataloging and Supply Management Data  
Procedures for the Army Central Logistics Data Bank  
DA Pam 385-61, Toxic Chemical Safety Standards  
DA Pam 385-64, Ammunition and Explosives Safety Standards

**Miscellaneous.**

Chemical Accountability Management Information Network  
(CAMIN) User and Administrator Manual(s) version\_\_\_\_  
SB 742-1, Inspection of Supplies and Equipment Ammunition  
Surveillance Procedures  
TM 743-200-1, Storage and Materiels Handling

## GLOSSARY

ACTPO	Accountable Property Officer
ADP	automated data processing
AMC	U.S. Army Materiel Command
AMDF	Army Master Data File
ATR	Ammunition Transfer Record
CAMIN	Chemical Accountability Management Information Network
CC	condition code
CID	Criminal Investigation Division
CIIC	controlled item inventory code
CIP	Command Inspection Program
CTIC	Center for Treaty Implementation and Compliance
CW	chemical weapon
DCS	Deputy Chief of Staff
DIC	document identifier code
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODIC	Department of Defense Identification Code
FOUO	For Official Use Only
FY	fiscal year
GSA	General Services Administration
HQ	Headquarters
IAR	Inventory Adjustment Report
ICC	inventory category code
ICP	Inventory control point
IDT	interdepot transfer
IG	Inspector General
IMD	Inventory Management Division
ISA	installation supply account
ISSA	Interservice Support Agreement
JI	Johnston Island
MCN	management control number
MDC	magazine data card
MRO	materiel release order
MSC	major subordinate command
NICP	National Inventory Control Point
NLT	not later than
NMP	National Maintenance Point
NSN	National Stock Number
OPCW	Organization for the Prohibition of Chemical Weapons
POC	point of contact
RCWM	Recovered Chemical Warfare Material
RIC	routing identifier code
SBCCOM	U.S. Army Soldier and Biological Chemical Command
SICA	Secondary Inventory Control Activity
SOP	standing operating procedure
TCM/BA/ BINARY	Toxic Chemical Munitions and Bulk Agents and binary munitions/components
TECOM	U.S. Army Test and Evaluation Command
UI	unit of issue
USACAP	United States Army Chemical Activity Pacific